



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Katherine A. Kleier**  
District Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Special Education Bus Driver  
1 Full time - 8 hours per day, School Calendar

**LOCATION:** District

**SALARY RANGE:** #17 \$14.75 - \$18.14 per hour

**SELECTION PROCESS:** Must have a bus driver license. Qualifications and suitability for the position will be assessed in an oral interview.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.

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**POSITION:** **Special Education Transportation Aide**

**LOCATION:** District

**SALARY RANGE:** #5 #10.96-13.48 per hour

**SELECTION PROCESS:** Qualifications and suitability for these positions will be assessed in an oral interview.

***ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:***

- AA/AS Degree; or
- 48 college units; or
- Successful passage of proficiency test equivalent to AA Degree

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.

**APPLICATION PROCEDURE:** Interested personnel should submit a letter of interest to the District Office by May 22, 2013.

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**P. O. Box 876 - Lebec, CA 93243 - 248-6247 - [district@el-tejon.k12.ca.us](mailto:district@el-tejon.k12.ca.us)**

El Tejon Unified School District  
**SPECIAL EDUCATION**  
**BUS DRIVER**  
**Job Description**

**JOB SUMMARY**

To drive a school bus over designated routes for the purpose of transporting special education students to and from school and on special trips; and to do other related work as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters;
10. Cooperative working relations with students, staff and community;

**SPECIAL EDUCATION BUS DRIVER JOB DESCRIPTION**  
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11. File accident reports when necessary;
12. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
13. Physically assist students on and off bus when necessary.
14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.
15. Transports children with special learning needs and physical handicaps;
16. Administers first aid as required;
17. May be required to lift students physically and mechanically into and from bus;
18. May be required to lift up to 50 pounds.

1 = Seldom = Less than 25 percent                      3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent                      4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

17

El Tejon Unified School District  
**SPECIAL EDUCATION TRANSPORTATION AIDE**  
**Job Description**

**JOB SUMMARY**

Under general supervision assist with transportation of special needs children. Employees in this classification works in cooperation with bus drivers. This job classification will perform a variety of duties dealing with the health and safety of special needs students and requires a high degree of positive contact.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assist driver loading and unloading students, supervise students while riding the bus, attend to any special needs that may occur on the vehicle including behavior and work with parents, teachers and instructional aides;
2. Lifts and carries students;
3. Positions students in wheelchairs and other equipment;
4. Operates wheel chairs/travel chairs;
5. Supervises loading and unloading of wheelchair lifts on buses;
6. Follows safety standards;
7. Assists in administration of C.P.R. and/or first aid;
8. Performs other duties as required to meet the varied health and educational needs which are presented by handicapped students;
9. Performs other related duties as required;
10. Maintains confidentiality on school-related matters.

Ability to:

Maintain appropriate student behavior; perform appropriately in situations requiring tact and diplomacy; understand and carry out written instructions; establish and maintain cooperative working relationships; bend, squat, run, ride on bus for up to four hours at a time; lift 50 pounds, occasionally.

Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1 = Seldom = Less than 25 percent    3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent        4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- 1 g. Ability to lift 100 lbs.
- 2 h. Ability to carry 50 lbs.
- 1 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

**SPECIAL EDUCATION TRANSPORTATION AIDE  
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Reasonable Accommodation:

Employees with disabilities may perform the essential job functions listed above with or without reasonable accommodation. If an employee with a disability is unable to perform one or more of the essential job functions, the District will afford that employee reasonable accommodation.

**REQUIRED QUALIFICATIONS**

Possession of a valid California Drivers License  
Equivalent to completion of the twelfth grade.  
Knowledge of proper English usage and grammar

Experience:

One year of paid or volunteer experience working with children.

Ability to:

- be flexible and willing to make changes necessary to meet the varied needs of the handicapped which is fundamental to the work
- meet the physical requirements necessary to safely and effectively perform the required duties.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

Health care competency is required. Determination of competency will be based on experience and/or training in the health care field, i.e. specific skills required by the duties described above.

Health Care Assistants will receive on-the-job training to maintain competency levels. Acquisition of appropriate skills is the responsibility of the employee.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

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